

## MySamCERA Member Portal: View & Print a Pension Verification Letter

A pension verification letter is an official letter from SamCERA which verifies your monthly pension income earnings. This letter is typically used when proof of income is needed. Follow the steps below to view and print a pension verification letter.

- 1. Log in to MySamCERA (www.mysamcera.gov) on a computer or laptop
- 2. On the left navigation menu, click on Your Plan
- 3. Next, select Pension Verification
- 4. To create a new pension verification letter, click on the Request Pension Verification button.



5. To view an existing pension verification letter, select one from the list, and it should open in a new window. If it doesn't open or download, check to make sure you have pop-ups enabled on your browser.

